



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

LOCAL COMMITTEE TASK GROUPS: TERMS OF REFERENCE

16 DECEMBER 2011

KEY ISSUE

To agree revised Terms of Reference to be followed by Task Groups reporting to the Local Committee.

REVISED TERMS OF REFERENCE

At its meeting on 17 June 2011 the Committee agreed to establish a Local Transport Plan Task Group and four Local Task Groups. At the same time it agreed Terms of Reference to define and support the work of these groups. It has now been felt necessary to define the Terms of Reference more closely, particularly in relation to the Code of Conduct for members. Members have been consulted on suggested revisions and an amended version is attached at **Annex 1** for formal approval by the Committee.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree:

- (i) To adopt the revised Terms of Reference for Task Groups contained in Annex 1.
- (ii) To request that each Task Group note these at its next meeting.
- (iii) That partner councils be notified of the revised Terms of Reference.

ITEM 7

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BACKGROUND PAPERS: None